



## City of Lake Saint Louis, Missouri

### **BUSINESS LICENSE INFORMATION**

Chapter 605 of the Lake Saint Louis Municipal Code regulates licenses for businesses within the City of Lake Saint Louis. Below are the requirements for all new businesses, followed by additional requirements for specific types of businesses. This information must be submitted and your license approved prior to opening.

#### **All New Businesses:**

- Register Fictitious name/DBA (any name used for business other than legal name) with the Missouri Secretary of State , if applicable
- Register Legal Name with the Missouri Secretary of State
- Contact the Community Development Dept. to verify use is permitted in the zoning district
- Complete the Business License Application
- Contact the Lake Saint Louis Building Department for inspections to obtain Certificates of Occupancy (Fire Department may coordinate with the City to inspect at the same time)
- Complete the Emergency Contact Form (given to the Police Department in case of emergency)
- Remit the license fee by cash, check or money order (Business License Fees can be found at [www.lakesaintlouis.com](http://www.lakesaintlouis.com) under City Code/Ordinances, Chapter 605, Section 605.160.

#### **Additional Requirements by Business Type:**

##### **Retail**

- Copy of Missouri Sales Tax License and Certificate of No Tax Due (not less than ninety days old) and designating the business is in the City limits of Lake Saint Louis

##### **Food Preparation/Sales**

- Copy of Missouri Sales Tax License and Certificate of No Tax Due (not less than ninety days old) and designating the business is in the City limits of Lake Saint Louis
- Copy of St. Charles County Health Department Permit

##### **Alcohol Sales/Service**

- Liquor License Application Approved by the Board of Aldermen (contact City Clerk's office)
- Copy of State of Missouri License
- Background check

##### **Contractor or General Contractor**

- Proof of Workers Compensation Insurance (List the City of Lake Saint Louis and address as the Certificate Holder so renewals are received during the duration of the license.) or
- Notarized Affidavit of Exemption for Workers' Compensation Insurance

#### LICENSING PERIOD:

July 1 through June 30 annually

#### Contact Information

City of Lake Saint Louis  
Phone (636) 625-1200

#### Missouri Secretary of State John R. Ashcroft

Email: [Info@sos.mo.gov](mailto:Info@sos.mo.gov)  
Phone No.: (573) 751-4936

#### Department of Revenue

Joel W. Walters – Director  
Email: [dormail@dor.mo.gov](mailto:dormail@dor.mo.gov)  
Phone No.: (573) 751-3505

#### St. Charles County Health Department

Hope Woodson – Director  
Email: [pubhealth@sccmo.org](mailto:pubhealth@sccmo.org)  
Phone No.: (636) 949-7409

State Liquor Control  
Dorothy Taylor – State  
Supervisor  
Phone No.: (573) 751- 2333

#### LAKE SAINT LOUIS

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Lake Saint Louis, MO 63367  
Telephone: (636-625-1200)

[www.lakesaintlouis.com](http://www.lakesaintlouis.com)  
Monday through Friday  
8:30 AM to 5:00 PM